

**WATER, SEWER COLLECTION AND STORM SEWER  
COMMITTEE MEETING MINUTES  
TUESDAY, MAY 17, 2016  
SISTER BAY FIRE STATION - 2258 MILL ROAD**

The May 17, 2016 meetings of the Utilities (WWTP) Committee and the Water, Sewer Collection and Storm Sewer Committee were called to order by Committee Chair Pat Duffy at 7:34 A.M.

**Present:** Committee Chair Pat Duffy, and members Scott Baker, Kathy Enquist, Fred Anderson, Hugh Mulliken and Peter Sauer.

**Staff Members:** Utility Manager Mike Schell, Town Administrator Bud Kalms, Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz

**Excused:** Utilities Supervisor Dave Alberts

*A motion was made by Baker, seconded by Enquist that the May 17, 2016 meeting of the Water, Sewer Collection and Storm Sewer Committee be recessed until such time as the meeting of the Utilities (WWTP) Committee has been adjourned. Motion carried – All ayes.*

**Approval of the Agenda for the May 17, 2016 Utilities Committee (WWTP) Meeting:**

*A motion was made by Baker, seconded by Enquist, that the Agenda for the May 17, 2016 meeting of the Utilities (WWTP) Committee be approved as presented. Motion carried – all Ayes.*

*At 8:02 A.M. a motion was made by Mulliken, seconded by Baker that the May 17, 2016 meeting of the Utilities (WWTP) Committee be adjourned. Motion carried – all Ayes.*

*The members of the Water, Sewer Collection and Storm Sewer Committee immediately reconvened, and their meeting was called back to order at 8:04 A.M.*

**Approval of the Agenda for the May 17, 2016 Water, Sewer Collection and Storm Sewer Committee Meeting:**

*A motion was made by Baker, seconded by Enquist, that the Agenda for the May 17, 2016 meeting of the Water, Sewer Collection and Storm Sewer Committee be approved as presented. Motion carried – All ayes.*

**Approval of the April 5, 2016 meeting minutes:**

*A motion was made by Enquist, seconded by Baker, to approve the minutes for the April 5, 2016 meeting of the Water, Sewer Collection and Storm Sewer Committee as presented. Motion carried – All ayes.*

**Public Comments and Correspondence**

Duffy noted that no correspondence had been received and asked if anyone wished to address a non-agenda item. No one responded.

**Discussion Items:**

**1. Administrative**

**a. Capital Planning Worksheet:**

For many years the Utilities Manager maintained a list of capital improvement projects and the estimated cost of each of the projects on that list, and when replacement items or repairs were needed expenditures were made from the Equipment Replacement Fund. (That fund is maintained in accord with DNR and PSC regulations.) The Capital Improvements List is reviewed during the annual budget process, and after the Utilities budget has been approved the appropriate allocations are made. The Village utilizes a formal capital improvement plan/worksheet, and Jackson is recommending that from this point forward a similar document be utilized by the Utilities. The previously mentioned Capital Improvements Projects list was included in the meeting packets and the Committee members jointly reviewed that document. Schell cautioned that there are a number of variables associated with equipment replacement at the Utilities Department. Therefore, it is not always possible to accurately project when something will fail.

*It was the consensus that a five year CIP which is similar to the plan that the Village utilizes shall be created for the Utilities Department, but that the Long Term Capital Improvement Project List which was reviewed at this meeting shall still be utilized.*

**b. Discussion regarding late fees:**

Quarterly bills were mailed out in a timely fashion and all but a few customers have paid those bills. Late notices were also mailed out in a timely fashion. Suppanz and Tasha Rass will be following up with shut-off notices next week. If someone hasn't paid their utility bill the past due amount is eventually turned in to the County Treasurer as a special assessment.

Jackson noted that at some point the Committee may want to consider adjusting late payment fees, but further research will have to be done regarding that issue. He also noted that due to staffing issues the Committee may want to consider the automated billing and payment options which are available.

**2. Water System:**

**a. Update on the Liberty Grove system:**

Work is ongoing on studying the options which will improve the water pressure issues in the Liberty Grove Utility District. Anderson noted that the water pressures at his residence have improved considerably, and asked if something has been done already. Schell replied that approximately four months ago a variable speed drive was installed on the #3 Well.

**b. Report on the status of the follow-up DNR water system inspection**

Water system inspections and tests are conducted on a regular basis and all DNR regulations are being complied with.

**(i) Private well inspections:**

Well inspection letters have been mailed out and follow-up will be done by Utilities employees.

1 **(ii) Cross connection inspections:**

2 Residential cross connection inspections are conducted on a regular basis by the Utilities  
3 employees. The Building Inspector conducts all the commercial inspections.  
4

5 **3. Collection System**

6 **a. Bioxide feed system update**

7 From time to time complaints are received that foul odors are being emitted from some of the  
8 manholes. In an attempt to address this issue Bioxide has been utilized at the lift stations and  
9 seems to be working quite well. Some complaints were received about odors emitting from  
10 some locations and buildings throughout the Village, and follow-up has been done. The  
11 representative from the company which sells Bioxide will be coming to meet with Schell in the  
12 near future and he intends to discuss possible solutions to the odor problems with him. In some  
13 instances venting issues could be the problem .  
14

15 *It was the consensus that as a follow-up to the Bay Shore Drive Reconstruction Project the Utilities*  
16 *employees shall see that "smoke tests" are conducted in the Village. Prior to the time that those tests are*  
17 *conducted written notice shall be provided to the affected property owners. (That notice shall describe the*  
18 *need for the testing and the property owners shall be informed that if issues are found on their property it*  
19 *may be necessary for them to pay for the required repairs or alterations.)*  
20

21 **b. Update on the status of the Great Lakes Cleaning and Televising Project and associated**  
22 **repairs:**

23 The crews from Great Lakes TV recently surveyed 12,000 feet of pipe which is serviced by the  
24 Utilities Department. They did find that one pipe is in need of repair, and those repairs will be  
25 made ASAP. Three laterals were also found to be leaking, and they will likewise be repaired  
26 ASAP. During the survey process the technicians and Utilities employees discovered that a  
27 sump pump had been hooked up illegally at a residence in Sister Bay. That sump pump has  
28 been disconnected and is now hooked up properly. The property owner will be billed for the  
29 related expenses.  
30

31 **4. Stormwater System**

32 **a. Al Johnson's Parking Lot Storm Sewer Project:**

33 Jackson and Schell indicated that at this time they didn't have anything further to report on this  
34 issue.  
35

36 **b. CIP for the Storm Sewer and Operations Fund:**

37 The suggestion has been made that a CIP line item be created in the Village's budget for Storm  
38 Sewer Work and Operations, and it was the consensus that this would be a good idea.  
39

40 *A motion was made by Duffy, seconded by Enquist that a CIP line item shall be created in the Village's*  
41 *budget for Storm Sewer Work and Operations. Motion carried – All ayes.*  
42

43 **c. Vortex unit cleaning:**

44 The Vortex units have not been cleaned yet because the water flows are still too strong. They  
45 will be cleaned ASAP.  
46

1 **5. Extensions**

2 **a. Report on the status of the Garot Project:**

3 The Village attorney has been doing a considerable amount of research regarding the status of  
4 the legal issues associated with other development projects Keith Garot has been involved with.  
5 As soon as all the legal issues are resolved a closing will be scheduled on the financing for  
6 Garot's expansion project.

7  
8 **b. Report on the status of the Braun Property:**

9 Work has been ongoing on planning for development on the Braun property. The property will  
10 be lotted off, and, therefore, a main extension will be required. Stub-outs have been installed  
11 behind the new sidewalks in that area so that there will not be a need to tear everything up  
12 again, but any potential developers will want to see a set of plans and cost estimates for the  
13 required sewer and water work, and Schell has requested proposals for the related engineering  
14 work.

15  
16 *A motion was made by Baker, seconded by Enquist that the Utilities Committee recommends that the low*  
17 *bid be accepted for the engineering work related to installation of sewer and water on the Braun Property.*  
18 *Motion carried – All ayes.*

19  
20 **c. Report on the status of the Harbor View (Old School) Project:**

21 Al Gokey is working very hard on the Harbor View Project. Down payments have been  
22 received from persons interested in two of the lots within the Harbor View Development, and  
23 Gokey anticipates that the closings will take place in July. Gokey intends to follow up on leads  
24 for persons who might be interested in some of the other lots soon.

25  
26 **6. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee:**

27 *The next meeting of the Water, Sewer Collection and Storm Sewer Committee has been scheduled for 7:30*  
28 *A.M. on August 9, 2016.*

29 *At that meeting the following issue will be addressed:*

- 30 • *Discussion regarding measures which can be taken to automate the utility billing and*  
31 *payment processes; Consider a motion for action if appropriate.*

32  
33 **Adjournment:**

34 *A motion was made by Baker, seconded by Duffy, to adjourn the May 17, 2016 meeting of the Water,*  
35 *Sewer Collection, and Stormsewer Utilities Committee at 9:24 A.M. Motion carried – All ayes.*

36  
37 Respectfully submitted,

38 

39 Janal Suppanz,  
40 Assistant Administrator